

**COUNCIL OF HOMOEOPATHIC SYSTEM OF
MEDICINE GUJARAT STATE**

Old Nursing College, Opp. Cancer Hospital, Gate No.6, Civil Campus, Asarwa,
Ahmedabad-16. TELE-NO.079- 22681377

**NOTICE INVITING PROPOSALS FOR DOCUMENT MANAGEMENT
SYSTEM AND PURCHASE OF PRINTER**

Council of Homoeopathic System of Medicine, Gujarat State a statutory body of the Gujarat Government (Gujarat Homoeopathic Act-1963) invites proposals for –

1). Development and implementation of document Management System including digitization of documents collected at all the location Gujarat Homoeopathic Council Office from its in house use from reputed agencies having sufficient experience in implementing turnkey document management system.

2). To supply Printer for Printing of Smart Card (ID Card) with Laminated Card.

For the detailed specification terms and conditions please refer to “Council” website at www.gujarathmc.org under the link download tender. Interested parties are hereby invited to submit proposals in sealed envelope to the Registrar, The Council of Homoeopathic System of Medicine, Gujarat State, Old Nursing College, Opp. Cancer Hospital, Gate No.6, Civil Campus, Asarwa, Ahmedabad-16.

Last date for submission of Tender- within 10 days after the publication of Notice.

(N.K.Upadhyay)

Registrar

(Dr.M.D.Rajput)

President,

TENDER FOR CONTRACT OF DOCUMENT MANAGEMENT SYSTEM OF COUNCIL OF HOMOEOPATHIC SYSTEM OF MEDICINE, GUJARAT STATE AND TO PROVIDE LAMINATED SMART CARD PRINTER, CARD

Tender Sr.No.

Issued to

TENDER FORM FOR DOCUMENT MENAGEMENT SYSTEM IN GUJARAT HOMOEOPATHIC COUNCIL.

To

President / Registrar
Council of Homoeopathic System of Medicine,
Gujarat State

Dear Sir,

1. In response to the notice published in the daily newspaper in _____ and _____ dt. _____ or at web site <http://www./Gujarathmc.org> I/We submit the tender form for document management system. In the Council.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agreed to abide by them in full.
3. I/We offer to undertake the Job of scanning of documents & filing separately rates inclusive of all taxes, as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates offered shall remain valid during completion of work from the date execution of agreement. I/We further agreed that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication or instruction of acceptance of the concern offer, dispatched within prescribed time.
6. I/We accept that to accept or reject whole or part of the tender without assigning any reason is reserved with the Committee. The decision of the Committee will be final and shall be binding on me/us.
7. As required by the terms and conditions of tender an amount of Rs.25000/- paid by me/us as Earnest money deposit (E.M.D.) through D.D. of any Nationalized Bank or Bankers cheque (for local parties only) payable at State Bank of India, Civil Hospital Branch, Ahmedabad bearing No. _____ dt. _____ in favour of Registrar, Council of Homoeopathic System of Medicine, Gujarat payment of Security Deposit after approval of Tender.
8. I/We agreed to undertake the prescribed Job of document management in office mentioned in final order and as per the terms and conditions in Part-I Appendix-I.
9. We agree to provide Smart Card Printer in Office of Council & complete the procedure with date file of Doctors.
10. I will provide service printer & job of printing for period of 1 year.

TENDER FOR CONTRACT OF DOCUMENT MANAGEMENT SYSTEM OF COUNCIL OF HOMOEOPATHIC SYSTEM OF MEDICINE, GUJARAT STATE AND TO PROVIDE LAMINATED SMART CARD PRINTER, CARD

1. Name & complete address and nature _____
Of the Firm: _____

2. Name of the Proprietor/Partner etc. _____

3. (a) Registration No. Of the firm: _____
(b) Sales Tax Registration No. _____
(c) VAT No. _____
(d) PAN No. _____

4. Have you provided such type of service, or supplied and installed such Equipments in any Govt./Semi Govt. Organization, if yes furnish details with proof: _____

5. Details of security deposit of Rs. _____

I / We _____ solemnly declare that the statements made above are correct to the best of my knowledge and belief and shall abide by the terms & conditions of the tender.

(Signature of the Proprietor /Partner/Director)

APPENDIX-II

I Tender the rates for prescribed Job of DOCUMENT MENAGEMENT of Registration Forms as under or provide printer of laminated smart card as under -

Sr.No.	Description of Job	Rate per Registration Form with attachment
1.	To scan the form with attached documents and prepare separate E.file for each form and to file document separately in file provided by Office with proper label.	Rs.
2.	Required hard dish for files. G.B.	Rs.
3	Laminated Smart Card Printer (name of company)	Rs.
4	Blank Laminated Card with U.V. Loge. For 1000 Card	Rs.

(Signature of the Proprietor /Partner/Director)

Condition for Document Management System-

- (1) Document will be available at Council Office.
- (2) Interested bidders should have experience in various government / private institution and should have to attach the certificate .
- (3) If bidders have such type of experience of digitization will be given priority.
- (4) The firm gets order for digitization job have to complete work within decided period.
- (5) To provide data in hard disk with proper path to verify it in easy way & to be taken printed copy when required.
- (6) Documents & Forms will be provided by office during office hours & work should be done in office premises.
- (7) Documents of each registered doctors should be filed in separate file with label of each registered homoeopaths (file will be provided by Council).
- (8) Digitization of each forms & attached documents of registered homoeopaths.
- (9) Quote the rate per registered homoeopaths.

Extra:

For providing printer for Smart Card & Card-

1. Rate should be inclusive of all Taxes & service for installation of Printer.
2. Specification & details should be explained in Tender with duration of service.
3. Blank Smart Card should be given with printing of U.V. Logo.
4. Bidder should provide service for installation of printer and connection with data of Council.
5. Bidder should provide Technical Assistance for operation of printer and give service of for 1 year.
6. Quote rate separately per branch wise provide printer.

Digitization Note-

Regarding the tender process and finalization committee reserves the right to accept or to reject any or all tenders to be received without assigning any reason there of-

For more information & clarification contact office.

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